

MILPERSMAN 1800-020

EFFECTIVE DATE OF RETIREMENT, ISSUANCE OF RETIREMENT ORDERS AND AUTHORIZATION

Responsible Office	NAVPERSCOM (PERS-835)	Phone:	DSN COM FAX	882-3246 (901) 874-3246 882-2762
	NAVPERSCOM (PERS-912)	Phone:	DSN COM FAX	882-4841 (901) 874-4841 882-5033
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone:	Toll Free	1-866-U ASK NPC

1. **Requirements:**

a. The effective date of officer or enlisted retirement is normally the first day of the month. Transfers to the Fleet Reserve are effective on the last day of the month.

b. **Exception:** Retirements as a result of disability are effective on the date approved by Secretary of the Navy (SECNAV).

c. Retirement orders and authorizations for personnel on inactive duty are issued by the following:

<p>Commander Navy Personnel Command (PERS-912) 5720 Integrity Drive Millington, TN 38055</p> <p>COMM (901) 874-4841 DSN 882-4841 FAX (901) 874-5033</p>

2. **Types of Orders, Effective Dates, and When Issued.** The following table outlines the types of orders, effective retirement date, and when orders are issued:

Type of Retirement Orders	Effective Date of Retirement	When Retirement Orders Issued
Voluntary	1 st day of the month.	3-6 months in advance of scheduled retirement date or as soon as practical following approval.
Involuntary	1 st day of the month.	6-9 months in advance of scheduled retirement date.
Disability <ul style="list-style-type: none">• Permanent• Temporary	The date on which SECNAV approved retirement or on any date specified by SECNAV up to and including the 1 st day of the following month.	As soon as practical, following SECNAV's approval.
Fleet Reserve Transfers	Last day of the month.	Authorization issued 3-6 months in advance of scheduled Fleet Reserve transfers. Command issues orders. (Note 1)
Fleet Reservist placed on the Retired List due to physical disability.	The date on which SECNAV approves retirement or on any date specified by SECNAV up to and including the 1 st day of the following month.	As early as practical, following SECNAV's approval.

Note 1: Orders may be issued greater than 6 months, only with approval from Navy Personnel Command (NAVPERSCOM), Enlisted Retirement Branch (PERS-8354). Waiver requests shall be endorsed and forwarded to NAVPERSCOM (PERS-8354) using the format provided.

EXHIBIT 1

WAIVER FOR EARLY ISSUANCE OF ORDERS

(Use proper letter format)

Date

From: PSC(SW/AW) John D. Doe, USN, Last 4 SSN
To: Commander, Navy Personnel Command (PERS-8354)
Via: Commanding Officer, USS NEVERSAIL (CVN X)

Subj: WAIVER FOR EARLY ISSUANCE OF ORDERS

Ref: (a) MILPERSMAN 1800-020

Encl: (1) FLTRES Authorization Message or Message of Intent

1. Request issuance of Fleet Reserve/retirement orders greater than 6 months prior to Fleet Reserve/retirement date. Request orders to be issued no later than (Date) due to unusual circumstances as noted below.

2. Enclosure (1) and the following information are provided.

a. Fleet Reserve/retirement date:

b. Reason for waiver request: (Brief description of circumstances.)

3. I may be contacted at (XXX) XXX-XXXX or e-mail: john.d.doe@navy.mil.

J. D. DOE

FIRST ENDORSEMENT ON PSC(SW) John D. Doe ltr of (Date)

From: Commanding Officer, USS NEVERSAIL (CVN X)
To: Commander, Navy Personnel Command (PERS 8354)

Subj: WAIVER FOR EARLY ISSUANCE OF ORDERS

1. Forwarded, recommending approval/disapproval.

M. D. CO